

**NOAA Personal Property
Status Meeting with Line Offices
June 30, 2005 at 11:00 a.m.**

Introduction

Ezekiel Dennison, Jr., Director of Logistics Division

Purpose

These meetings are being held monthly to ensure coordination among the Personal Property Branch, Finance Office, and the Line Office CFOs and/or representatives in the areas of:

- Property Balances
- Process and Procedures
- Inventory Status
- UPR Status
- Status of Projects

Agenda

The meeting covered the following topics:

- Status of Corrective Action Plans
- Audit Calendar
- Reports
 - Financial
 - Operational
- Property Managers
- HQ's Contact for each Line Office
- UPR (Unreconciled Procurements Report)
- Inventory
- Audit Issues
- Upcoming Projects
- Training
- Sunflower Update
- Heritage Assets
- Status of Tasks

Corrective Action Plans (CAPs)

The first topic of the meeting was the status of Corrective Action Plans (CAPs). CAPs are NOAA's response to findings or Management Letter Comments (MLCs) from the annual financial statement audit. CAPs detail the steps that NOAA will take to address the MLCs. Details for each CAP are provided in the back of the Line Office Operational Reports and are available on-line at the NOAA web site.

As a result of the FY 2004 financial statement audit, NOAA had seven MLCs related to Personal Property. NOAA has completed three of the seven CAPs and made continued progress on the remaining five CAPs. The seven MLCs are listed below:

- Management Letter Comment (MLC) #4 – Certification of Annual Inventory of Capitalized Property (Line Offices) – *completed*
- MLC #5 – Modify Sunflower to calculate depreciation correctly - *completed*
- MLC #6 – Ensure proper testing of modifications to Sunflower - *ongoing*
- MLC #7 – Timely submission of documentation to Property Office (Line Offices) - *ongoing*
- MLC #8 – Fill vacant supervisory positions within the Property Office – *selection process*. The Branch Chief position has been advertised and is in the selection process. The Financial Support position will be advertised later. Supply manager, Thomas Deckard, has been hired and began working this month.

**NOAA Personal Property
Status Meeting with Line Offices
June 30, 2005 at 11:00 a.m.**

- MLC #9 – Monthly meetings between Personal Property, Finance Office, and CFOs and/or Line Office Representatives - *ongoing*
- MLC #17 – Compare Bills of Lading to items shipped (NLSC) – *completed*

Audit Calendar

The next topic of the meeting was the audit calendar, which can be located on the NOAA Personal Property's website at http://www.pps.noaa.gov/audit_calendar.html. The calendar details dates that are important in order to comply with the deadlines established by Finance. The calendar includes dates of when supporting documentation is due to Personal Property and when reports are due to Finance.

Additionally, on the 10th of every month supporting documentation is due to the Personal Property Office. **Reports of property transactions received after the 10th will not be included in Sunflower until the next month after the reports have been run.**

The timeline for this year's audit was discussed. KPMG will be examining third quarter data and have begun internal control assessments. Zeke Denison emphasized that the auditors are here, and NOAA needs to make sure to meet the auditors' needs and requirements.

Reports

The reports were the next topic of the meeting.

Financial Reports

Personal Property currently provides financial reports to the Finance Office on a monthly and quarterly basis. The monthly reports reflect the month's activity whereas the quarterly reports reflect year-to-date activity. These reports detail the capital assets of NOAA by major asset category (Aircraft, Ship, ASOS, NEXRAD, etc.). There is a summary of the acquisition cost that shows the beginning balance of the asset category and any prior period adjustments, any current period adjustments, any additions, and any deletions to arrive at the ending balance of the asset category. Also included in the reports are the details for the Unreconciled Procurements Report (UPR) and the details for the government furnished assets.

The Financial reports for the month of June were provided to Finance electronically on June 21, 2005.

Operational Reports

The operational reports are similar to the financial reports; however, they detail only the assets for a particular Staff/Line Office. The Operational reports by Staff/Line Offices (S/LO) as of June 23, 2005, were provided in this meeting. Bernee Foreman, Property Manager for NESDIS, suggested that the reports be made available on-line to permit the Property Representatives the opportunity to cut-and-paste the information when communicating with their clients.

**NOAA Personal Property
Status Meeting with Line Offices
June 30, 2005 at 11:00 a.m.**

Break-out of OFA

We plan to break-out Office of Finance and Administration (OFA) to coincide with the new realignment along functional business lines for the June reports as long as the new CAMS Organization Codes are established by that time. OFA will be broken out into:

- Acquisitions and Grants Office (AGO)
- Chief Administration Office (CAO)
- Chief Financial Office (CFO)
- Chief Information Office (CIO) - Not a part of OFA now – has separate org codes now. The OFA CIO currently in CAO will need to be broken out and moved to OCIO.
- General Counsel (GC)
- Program Analysis & Evaluation (PA&E)
- Workforce Management (WFM)

We are waiting for the Department Organization Order to be approved by the Department's Office of General Counsel. Once this happens, the Office of Workforce Management will be able to create the CBS Organization Codes that will be used to identify the new organizations to Sunflower.

A demo of the Date Comparison Report has been created. The report will be provided at a later date. Software is currently being tested. This report will be generated in Workflow Information Tracking System (WITS). WITS will also be able to report what is sitting in the Edit Interface Table for entry into Sunflower after a client has entered a new asset using the CD-50 web form. A new flag has been developed on the interface table in Sunflower. If there is a "W" in this field it indicates the CD-50 form has been reviewed and entered in the WITS.

Acquisition Cost Roll Forward Detail

The definition of Acquisition Cost is costs incurred to acquire property, plant and equipment (PP&E) and to bring PP&E to a form and location for its intended use. The costs should include labor and transportation; however, it should not include maintenance, warranties, or taxes. The acquisition cost roll-forward shows the activity by asset category for the fiscal year-to-date. It starts with the beginning balance, adds/subtracts prior period adjustments, adds additions, subtracts deletions, and adds/subtracts current period adjustments, arriving at the ending balance.

There are two types of adjustments: prior period and current period. Prior period adjustments are retroactive to when the asset was put into service and are usually adjustments for corrections of error such as mathematical, oversight or misuse of information. Current period adjustments are effective in the period of the adjustment and future periods. Current period adjustments are usually a result of new events, acquiring more experience or obtaining additional information.

Assets Removed from Service

When an asset is taken out or removed from service and the intention is that that asset will not be used by NOAA again, the RPM should be notified immediately. When an asset is removed from

**NOAA Personal Property
Status Meeting with Line Offices
June 30, 2005 at 11:00 a.m.**

service, depreciation for financial (Capitalized) assets stops. This is different from the actual disposal, which relates to the inventory asset.

Matrix of Missing Documentation

NOAA Personal Property, with the help of Ernst & Young, reviews folders created to document capital assets. The Matrix of Missing Documentation presents the results of the review: identifying missing documentation, any errors or issues with the existing documentation, and any errors or issues with the record of the asset in Sunflower. This matrix will be updated periodically and is posted on the personal property web site. Because these items are overdue and have been reported in prior reports, the CFO will be notified requesting help in resolving these issues,

The following S/LO have missing documentation due to the Property Office:

- NFA/CAO (1 barcode):
 - Missing receiving report for CD0001278359 (Canon CLC 5000)
- NFA/CFO (3 barcodes):
 - Incorrect capitalized inventory for CD000106659 (HP EVA 5000 Disk Storage)
 - Incorrect capitalized inventory for CD000106649 (HP AlphaServer ES80)
 - Incorrect capitalized inventory for CD000106652 (HP AlphaServer ES80)
- NMAO (1 barcode):
 - Missing capitalized inventory for CD0000433325 (NOAA ship Gordon Gunter)
- NMFS (1 barcode):
 - Missing capitalized inventory for CD0000790664 (Master Site License)
- NWS (5 barcodes):
 - Need to obtain a revised Lease Determination Worksheet based on actual acceptance of August for CD0001401604 (Air Quality Forecast System Augmentation Back-up (NCEP)). Coordinate with Procurement Office to revise the worksheet.
 - Missing invoices, receiving report, purchase order/contract, and depreciation accounting for CD0001459039 (STK Tape System)
- OAR (1 barcodes):
 - Missing receiving report for CD0001401841 (Content Management System)

Property Managers

As part of the corrective action plan in response to MLC #7, each L/SO is required to appoint a property manager (PM) and an alternate. L/SO need to name the person formally, in writing. This person will be responsible for the coordination of all property management efforts for their L/SO, including:

- Ensuring that purchases of accountable property are reported within 10 days of acceptance;
- Assisting CWIP managers to ensure that capitalized property is reported as soon as possible after the asset is ready for use;

**NOAA Personal Property
Status Meeting with Line Offices
June 30, 2005 at 11:00 a.m.**

- Coordinating the annual/specialized physical inventories
- Assisting with disposal of excess property; and
- Working with personnel within their Line Offices to resolve outstanding unreconciled payments appearing on the UPR.

The following personnel have been identified as principal Property Managers:

- Bernadette Foreman, NESDIS
- Christina Heyse, NWS (will be replaced by Jan Evans on July 25th)
- Robert Ziobro, NMFS
- George Ann Stansbury, NOS
- Jeanette McDonald, NMAO
- Judy Mickens, CAO
- Betty Hess, OAR
- Janice Long, WFM
- Regina Jackson, GC
- Barbara Beasley, CFO
- George White, DUS
- Carol Christian, AGO

The CIO Property Manager position is still outstanding, although the hiring action is in place.

The following offices have identified alternate Property Managers:

- Rhonda Perry, NMFS
- Tim Daley, DUS
- Denise Tyler Littleford, AGO
- Deborah Martin, OAR
- Cynthia Burley, CAO
- Brian Brown, NESDIS

We are **missing alternates** for the following Line Offices:

- CFO
- WFM
- GC
- NWS (alternate should be named by July 25th)
- CIO
- NMAO
- NOS

Headquarters Contacts

Below is a list of the Line Offices with the associated Headquarters personnel who are assigned to address property issues related questions related to that Line Office:

- | | |
|-----------------------|-----------------------|
| • NOAA Research | • NESDIS |
| • Steven J. Bernstein | • Steven J. Bernstein |

**NOAA Personal Property
Status Meeting with Line Offices
June 30, 2005 at 11:00 a.m.**

- Holly E. Turri
- NOAA Weather & Climate
 - Holly E. Turri
 - Doreen A. Kaduri
- NOAA Ocean Service
 - Barbara Carson
- Heritage Assets
 - Lynette Joynes
- NOAA Fisheries
 - Gregory Joseph
- NOAA Finance & Admin.
 - Jennifer Foster
- NOAA Marine & Aviation Ops
 - Jennifer Foster
- Deputy Under Secretary
 - Jennifer Foster
- Inventory
 - Larry Oates
 - Ryland Pine
- UPR
 - Melissa Nelson
- Support
 - Paul Myers
 - Derek Jones
- Audit Leads
 - Brian Mason
 - Tom Deckard
- Norfolk,
 - Richard Winn (RPM)
 - Robin MacMillan
- Boulder
 - Rudy Nunez (RPM)
 - Sheila Hensley
- Kansas City
 - Gilly Elsea (RPM)
- Seattle
 - Elizabeth Valezona (RPM)
 - Kim Hutchinson

Gregory Joseph, contact for NOAA Fisheries, will be leaving on Friday July 1. He will be replaced by Dominic Blakely starting on July 5th. Melissa Nelson will work with Dominic during this transition.

UPR

NOAA has adopted the internal rule which states that object class codes beginning with 31 will be used only when acquiring accountable personal property. (See <http://www.pps.noaa.gov/acctobj.htm> for definitions of accountable property and object class codes.) Therefore, the assumption is that if a payment was made in the finance system using object class code 31, there should be a corresponding record in the property system. There are exceptions to this rule. (See <http://www.pps.noaa.gov/Training/UPR.htm> for the fact sheet on UPR.) If a LO cannot account for personal property, the LO must fill out a CD 52 to resolve outstanding items on the UPR.

Once a week, a file is captured out of CAMS of all payments against object class code 31 for items other than purchase cards. Purchase card payments are captured out of CAMS once a month. These files are sent to a server that adds these records to those previously existing UPR and displays them on the NOAA Personal Property Web Site. (<http://www.pps.noaa.gov>).

NOAA Personal Property was able to break-out the UPR by fiscal year, by line office, and by regions. Graphs were included in the Operation Reports illustrating the current status of the UPR for each Line Office by region. Other graphs illustrated progress made over that past few weeks on bringing the amount of unreconciled property down.

**NOAA Personal Property
Status Meeting with Line Offices
June 30, 2005 at 11:00 a.m.**

The FIMA UPR was presented. As of 6/24/05, significant progress has been made with UPR balances for Seattle down to \$113,180. Documentation for NMAO FIMA UPR (\$18,923) is coming but has not been received to date. Documentation for NMFS (\$94,257) has been received and is now zeroed out. It is anticipated that the FIMA UPR reduction effort will be closed out and that energies will be directed towards the reduction of the FY2003 UPR. Thanks were extended to Chuck Kilgore for his assistance in getting the documentation required to reconcile some of the remaining items on the FIMA UPR.

Dave Petry in Seattle has hired a new personal property person to assist with Personal Property.

Documentation referencing the UPR is to go back to the regions. If you have problems getting the UPR worked call Brian Mason at Headquarters Logistics.

Headquarters will now turn its focus to the FY 2003 UPR balances.

Recommendations to lower the UPR include: ensure that a CWIP code is used on appropriate projects, and timely submission of documentation to the Property Office. Additionally, encouraging clients to write the applicable barcodes on a copy of the UPR and submitting it to the Property Office will help lower UPR totals.

The object class code 315X should be used when buying items for non-NOAA entities; i.e., items that will not belong to NOAA. Such payments will be removed from the UPR immediately.

Brian Mason stated that the automation of UPR is in testing. When the automated link is established, it will remove many of the spikes in the UPR caused by the addition of new, high-valued items.

Inventory

There are a couple of types of inventory performed by NOAA. There is an Annual Physical Inventory. The primary purpose of a physical inventory is to determine if the Property Custodian/Asset Center Representative (PC/ACR) can account for all items of property on the Custodian's inventory list so the organization can reconcile the physical property with the property records and the financial records. The schedule for the physical inventories can be found at <http://www.pps.noaa.gov/invensch.htm>.

Third quarter inventories were due June 25. This included the inventories for NOS nationwide, NMAO nationwide, the NWS in the Eastern and Central Regions, and OAR in the Mountain Region. Larry Oates is overseeing the effort to close these out.

The status of first and second quarter inventories is as follows:

- Headquarters:
 - All inventories completed
- Boulder:
 - All inventories completed

**NOAA Personal Property
Status Meeting with Line Offices
June 30, 2005 at 11:00 a.m.**

- Kansas City:
 - NMFS (1st quarter) – 2 outstanding
 - 54002C013 - **David Senn, NMFS Miami, FL (supervisor will not permit inventory to go forward) Fishery's Property Manager will investigate and provide feedback.**
 - 54002C190
 - 2nd Quarter Completed
- Norfolk:
 - 1st Quarter Completed – NMFS (Gloucester, MA requested an extension
 - 2nd Quarter – NOS, NWS, NESDIS, GCNE received on 6/28
- Seattle:
 - NMFS (1st quarter) – 5 outstanding
 - NWR: 54006W016-no extension requested, located in Seattle, WA
 - Two offices in Portland, Oregon requested extension March 1, 2005 due to office moved Email reminders were sent out:
 - 54006W020- Portland, Oregon
 - 54006W310- Portland, Oregon
 - SW FISHERIES ENFORCEMENT LONG BEACH, CA: 54020W274 - asked for extension, tied up with other duties
 - SWC PACIFIC GROVE, CA : 54013W045
 - 2nd Quarter – 10 delinquent (6) NMAO, (4) Vessels
 - VESSELS –
 - 54001W068 NOAA SHIP RAINIER
 - 54001W053 NOAA SHIP MCARTHUR II
 - 54001W065 NOAA SHIP FAIRWEATHER
 - 54001W056 NOAA SHIP OSCAR SETTE
 - Note, **in previous years, the former PAO has requested to reschedule the inventories on 3rd QUARTER** (as the vessels are in port around first week of June), but this time, the new PAO did not asked for it.

It was suggested that in order to decrease outstanding and/or late inventories, PMs should be notified of the inventories that went out each quarter and the status of those inventories and that PMs should follow-up on late inventories. Any extensions must be approved by the Property Accountability Officer. The status of each Line Offices' inventory was provided behind Tab 18 in the Operational Reports distributed at the meeting. NFA will be inventoried and separated in the future based on the new realignment.

Zeke Dennison stated that plans are under consideration to conduct a nation-wide wall-to-wall inventory of the NOAA facilities in FY2008.

Status of Capitalized Property Inventory

- Headquarters:
 - 26 delinquent
 - CIO (3)

**NOAA Personal Property
Status Meeting with Line Offices
June 30, 2005 at 11:00 a.m.**

- GC (2)
 - NFA (12)
 - NMFS (5)
 - NWS (2)
 - OAR (1)
 - USEC (1)
- Boulder:
 - Completed
 - NWS – 100% complete and received back from LO
 - OAR – 100% complete and received back from LO
 - NESDIS – 100% complete and received back LO
 - NFA – 100% complete by PC; one (54001m003 – Real Property) completed by PAO and LO and received back from LO; Logistics accounts not received back from PAO and LO; remaining ASC lines completed by PAO, but not yet received back from LO.
- Kansas City:
 - Missing 5 inventories
 - (2) waiting signatures (Dennison and Broglie)
 - (2) AOML, OAR – Miami (Gilly Elsea received the OAR inventory on June 30.)
 - (1) DOC Bankcard – Kansas City
- Norfolk:
 - 15 delinquent
 - (3) BXA (NY, Boston, Herndon)
 - (1) NESDIS (Asheville)
 - (5) NMFS (Hole, MA, Gloucester, MA, Highlands, NJ, Washington, DC)
 - (1) NOS (Norfolk)
 - (3) Norfolk
 - (2) OMAO (Pascagoula, MS, Honolulu, HI)
- Seattle:
 - 22 inventories not received or delayed
 - (4) NMAO Pacific (not received)
 - (3) Vessels (not received)
 - (13) NMFS (inventory delayed)
 - (2) OAR – (waiting for signature)

Audit Issues

Listed below are the capitalized assets that NOAA Personal Property believes have been acquired; however, all the required supporting documentation **has not been provided**:

- IJPS (Initial Joint Polar System) NOC/Communications – NESDIS – May 2005
 - Les Shipley (Program Mgr) is waiting for the new property contact to come on board.
- SuperComputer Upgrade – OAR (Boulder) _ February 2005)
 - Documentation received on June 20 and being reviewed

**NOAA Personal Property
Status Meeting with Line Offices
June 30, 2005 at 11:00 a.m.**

- Fairweather – Matrix #A – NMAO – June 2005
- Grants on Line – AGO/CIO – June 2005
 - NOAA 37-6 received by property branch (additional documentation require)
- SAM (Strategic Acquisition Management) software – AGO
 - currently in use
- Software Project – NOS – June 1
 - Email sent to project manager (Dennis Hoare on 6/11 requesting status)

One item resolved since May
Five items added since May

NOAA Personal Property needs the Line Offices' help to identify any other future transactions related to property so that we can be proactive in accounting for those assets.

Upcoming Projects

In addition to the above-mentioned assets, below are assets that are expected to be acquired during this fiscal year. NOAA Personal Property needs the help of the Line and Staff Offices and their Property Managers to provide us with some information about these assets.

- GOES Data Archive – NESDIS
 - September 2005
- GOES N (Satellite) – NESDIS
 - Expected to be launched not before July 9, 2005
- NOAA N/18 (Satellite) – NESDIS
 - Launched May 20, 2005 but has not yet been accepted. Handover letter has been received and will become capitalized when accepted and operational which is expected by the end of the fiscal year.
- Software for Advanced Front End Processors – NESDIS
 - Expected acceptance date at end of July 2005
- NPOESS (National Polar-Orbiting Operational Environmental Satellite System (of the USA)) – NESDIS
 - Air Force to send draft agreement by July 15
- NSOF (NOAA Satellite Operations Facilities) Network Core (Data Communications Network for the move to the new Suitland building) – NESDIS
 - September 2005
- SOCC Workstations – NESDIS
 - August 2005
- SARSAT Upgrade – NESDIS – (New)
 - August 2005
- Law Enforcement Records Mgmt Software – NMFS
 - September 2005
- Autonomous Underwater Vehicle (AUV) – NMFS – (New)
 - July 2005
- McArthur II / Nancy Foster / Oscar Sette – NMAO
 - September 2005

**NOAA Personal Property
Status Meeting with Line Offices
June 30, 2005 at 11:00 a.m.**

- McArthur (Vessel) transfer to Marshall Is. – NMAO
 - Waiting on Congress
- Thomas Jefferson Modification – NMAO/NOS
 - July 9, 2005
- Aircraft Regulatory & Safety Upgrades – NMAO
 - September 2005
- TurboCDR (Aircraft) – NMAO
 - Expect to begin disposal process in Summer 2005
- Hydrographic Survey Launches – NMAO – (New)
 - Unknown Date
- ADCAT Software for NGS for Geodetic Surveys– NOS – (New)
 - Software to consolidate Geodetic Surveys
 - Earliest date the software can be accepted will be September 2005
- ORDA (Open-source Radar Data Acquisition) – NWS
 - September 2005

If there is any other procurement forecasted to occur, please provide NOAA Personal Property with information to help facilitate the accounting of that property.

Training

Property is trying to locate funds from Line Offices to fund training for Property Custodians and Accountability Officers who have not received training. Fisheries is currently refining a list of people who need training to identify the requirements within their group.

It is anticipated that a recorded training session will be available in the future, allowing users to take the session at their own pace. Property is collaborating with Workforce Management to set up an eLearning course. We're expecting to have a PAO course available by the end of July. It is not anticipated that Custodian training will be available soon.

Line and Staff Offices should include the expense for training in future budgets.

Sunflower 3.8 – Naming Convention

Version 3.8 of Sunflower will enable NOAA to change some of the field names within the system.

The schedule for implementation of the new version of Sunflower is as follows:

- Roll-out: Completed
- Receive CD-ROM: Completed
- Identification of changes: Completed
- Installation of Upgrade: end of July

Heritage Assets

A copy of the Heritage Asset Photo Catalog was published on the Property web site at the following link: www.pps.noaa.gov/Heritage/index0001.html. We encourage photos to be submitted for inclusion on the web. If no photo is received, the asset will not be included in the

**NOAA Personal Property
Status Meeting with Line Offices
June 30, 2005 at 11:00 a.m.**

catalog. In addition, please review the assets in the catalog to verify the history and description. NOAA is encouraged to work with the Presidential directive and “Preserve America” initiative for the preservation and display of all Heritage Assets. This is intended to help underdeveloped areas of the U.S.

NWS has heritage assets in two storage sheds in Kansas City that decisions will need to be made regarding their disposition. Hopefully, some place can be found to display these assets.

The Quarter 3 Heritage Assets Report is due to Finance by July 5th.

It was pointed out that if organizations have Heritage Assets, the organization should be expending the effort to maintain those assets and not allow them to deteriorate.

Heritage Asset Week is scheduled to occur every February. The theme of next year’s Week will be “Pioneers of NOAA”.

Status of Tasks

A review of tasks completed, tasks in progress, and tasks to be completed in the future was provided.

All June financial reports and operational reports have been completed. The following programmed improvements to Sunflower have also been completed: current period depreciation schedule and journal entries for depreciation. The May inventories were conducted, and Tom Deckard, Supply Manager, was hired.

Tasks underway include following-up with Line Offices and Property managers on issues identified during the above property folder review (Matrix of Missing documentation). Additionally, we are continuing improvements to monthly and quarterly reports; based on feedback, the necessary revisions are being made. Also, some of the Line and Staff offices need to provide names of alternates to the designated Property Managers.

Training is still underway as well as hiring issues. The following positions are still open: Personal Property Branch Chief, and Financial Accountant. The Branch Chief selection has been made and is currently in HR. We should hear something by the end of the month as to start date. The Financial Accountant position is being re-announced and is currently in HR for posting. The Supply Manager position has been filled by Thomas Deckard, who has started at the end of May and is currently learning the processes.

Sunflower improvements still in progress include:

- Revisions (formatting changes) to existing monthly and quarterly reports
- Develop a schedule of projects for the rest of the year
- Current period depreciation adjustments – GL data file
- For all the above program improvements:
 - Develop test plan
 - Test program

**NOAA Personal Property
Status Meeting with Line Offices
June 30, 2005 at 11:00 a.m.**

➤ Test results

Finally, recommendations are being made for improvements to business processes as the result of site visits to the regional offices. A composite of all site visits has been completed by Heather Hirzel for review. In addition, Policy and Procedures Manuals are currently in the process of being developed.

Tasks to be completed include the following:

- Automation of the reconciliation of UPR
- Monthly mini audits focusing on
 - Review of property folders
 - Review and analyze monthly and quarterly reports
- Submission of Reports for Deputy Undersecretary (Jack Kelly), Finance, and Line Offices.

Agenda Items for Next Meeting

If there are agenda items that the staff/line offices would like addressed in these monthly meetings, please provide them to Personal Property. You may email your suggestions to brian.g.mason@noaa.gov.

Comments and Questions

Berne mentioned that the outstanding CWIP projects are being closed with balances still on them. We should know about the potential adjustments and she recommends that we include them in the books or address them in our meetings.

RJ brought up the audit issues. He wants to have them resolved by the end of August.

Attendees

Zeke Denison CAO/Logistics Division
Lalit Bajaj – DoC/OS
Brian Brown, NESDIS
Glenn Davis, Brancore - PPB
Thomas Deckard - PPB
RJ Dominic, CFO – Tele-Conference
BerNee Foreman, NESDIS
Christina Heyse, NWS
Heather Hirzel, E&Y - PPB
Derek Jones, Brancore - PPB

Deborah Martin - OAR
Brian Mason, PPB
Paul Myers, Brancore - PPB
Rhonda Perry, NMFS
George Ann Stansbury, NOS
Donald Still, PPB
Mike Stokes, CFO – Tele-Conference
Dalena White, OFA
Bob Ziobro, NMFS

Date and Time of Next Meeting

The next meeting is tentatively scheduled for Thursday July 28 @ 11 a.m. at SSMC 4, Room 8150.